

DIRECT PAY



INTERNAL SERVICES DEPARTMENT FINANCIAL SERVICES DIVISION

DIRECT PAYMENT COULDN'T BE EASIER, AND HERE'S WHY:

With **DIRECT PAYMENT**, your bank will automatically deduct your City of Lodi utility bill payment from your checking account.

You escape the chore of writing checks, posting payments, and paying for postage. Yet, you'll still have a chance to review your monthly bill before payment is deducted.

HERE'S HOW DIRECT PAYMENT WORKS

The City of Lodi will continue to send you a monthly billing statement, so you will have a record of your usage and billing charges. Your bank will deduct the payment from your checking account on your due date.

There is **NO CHARGE** from the City of Lodi for this service; however, some banks may charge a fee for the electronic funds transfer.

HOW TO ENROLL

Direct Payment is available to all residential and business customers of the City of Lodi.

To sign up, just fill out the Direct Payment Authorization Form below. **Be sure to include a blank check from your account, marked VOID across the front of the check.** (Deposit slips will not be accepted.)

Mail the authorization to:

**City of Lodi
Financial Services – Direct Payment
P. O. Box 3006
Lodi, CA 95241-1910**

DIRECT PAYMENT will continue as long as your account remains in good standing with the City of Lodi or until you request a change. Payments rejected by your financial institution because of insufficient funds, closed/unauthorized accounts or any other reason, will incur a City of Lodi \$35 service charge. DIRECT PAYMENT participation may be canceled by the City of Lodi on any account for which payment is rejected more than once within a 12-month period.

To Request Cancellation or Changes:

Once you are enrolled in DIRECT PAYMENT, changes can be made by submitting a new authorization form. Cancellations must be in writing, either by mail or FAX (209) 333-6795.

DO YOU HAVE ANY QUESTIONS?

Contact the City of Lodi Customer Service at **(209) 333-6717**.



DIRECT PAYMENT Authorization Form New_____ Change_____ Cancel_____

CITY OF LODI UTILITY ACCOUNT INFORMATION

Customer Name (as it appears on utility bill)_____ Account # _____

Service Address_____, Lodi, CA Phone # _____

CHECKING/SAVINGS ACCOUNT INFORMATION

Name on Account_____ Financial Institution_____

ABA Routing Number _____

I authorize the City of Lodi and the designated financial institution in this application to withdraw from my checking or savings account, payment for my utility services. I understand that both the financial institution and the City of Lodi reserve the right to terminate my participation. I also understand that at any time, I may elect to discontinue my enrollment by providing written notification.

____ Is a VOIDED CHECK enclosed?

AUTHORIZED SIGNATURE_____ Date _____
